



### SHOWROOM MANAGER:

Jennifer Manners Design is seeking a highly motivated, creative, sales-oriented professional to lead the daily operations in our London showroom at the Design Center Chelsea Harbour.

This full time position, reporting to the Creative Director, requires strong sales, customer service, communication, organisation, and leadership skills. A positive, professional attitude, a passion for design and serving the interior design community is a must.

This position is an excellent opportunity to join a growing, family-owned company with an inclusive and engaging work environment. We are committed to continuous growth and to being the primary resource for rugs to the interior design trade by providing exceptional products and a next-level showroom experience to our customers and their clients.

### KEY RESPONSIBILITIES:

- Manage current client relationships and develop new clients, working towards agreed sales targets and reporting progress.
- Work with Business Manager to plan, budget and administrate showroom and private events, elevating the brand and communicating the attributes of our rugs.
- Driving Sales of all products through exceptional client service and product knowledge.
- Processing all quotes and orders accurately and in a timely manner.
- Supporting new product launches.
- Ensure all clients receive regular updates on their orders with expected ship dates.
- Plan seasonal showroom/refreshes including visual merchandising to the highest standards.
- Work with Creative Director to feed back particular client interest and opportunities for new business opportunities.
- Identify opportunities with high potential designers and new accounts and convert to trade accounts.
- Good colour and design sensibility.
- Quantify data and report regularly on growth and any possible trends in sales data or consumer interests.

## JOB REQUIREMENTS

- At least three years experience working for a luxury interiors company or a high end and creative customer service role and have already established strong relationships with interior designers.
- Established client relationships/following with the local interior design community preferred.
- Strong and inherent leadership qualities with the ability to develop sales opportunities and build client relationships, maintain and organise showroom sampling and materials, and collaborate with a high-performing, results driven team in the region.
- The position requires excellent organisational, communication and computer skills. You will need to be passionate about growing a successful business and have the desire to be a part of a dynamic team.
- Higher education degree, preferably in Interior design, business, marketing or related fields a plus.
- Proven ability to manage projects simultaneously.
- Self-starter and results-oriented approach to tasks.
- Strong and confident communicator with a keen eye for detail.

This is a fast paced role that requires a confident and resourceful individual to take on a wide ranger of creative and administrative tasks.

## COMPANY:

Jennifer Manners Design is a multi-award winning bespoke rug company with showrooms in both London and New York. The company has distinguished itself with its approach to sustainability and innovation, working with some of the most celebrated interior designers and architects in the industry. Established in 2014, the company has experienced strong growth through innovation and exceptional customer service.

## TO APPLY:

Please send cover letter and CV to:

[info@jennifermanners.co.uk](mailto:info@jennifermanners.co.uk)

